

2015-16 WDE684 Training

September 28, 2015

WDE638 Reporting Changes

- **SCED Code changes and clarification**
- **Hathaway course indicator**

2015-16 WDE638 Changes

SCED Codes

- **New SCED Code list posted on Wise Website**
 - <http://portals.edu.wyoming.gov/wise/>
- **New list covers grades K-12**
 - Grades 9-12 – SCED codes are required
 - Grades 7-8 – SCED code use is optional
 - Grades K-6 – Do not use SCED codes

2015-16 WDE638 Changes

SCED Codes

■ CTE Course Approval

- Courses are identified by SCED code
- New SCED codes for CTE courses
- CTE courses – do not use subject area 22 in the SCED code.

2015-16 WDE638 Changes

Hathaway Course Indicator

- **Use to identify approved and pending Hathaway Success Curriculum courses.**
 - Districts will have until December 2012 to make changes to 2015-16 Hathaway courses.
 - After December districts will begin submitting new 2016-17 courses for approval.
 - Beginning in December, WDE will post a Fusion report with district's approved Hathaway courses.

WDE684 Reporting Changes

- **StudentMigrant Field**
- **Unaccompanied Youth Field**
- **SPED File**

2015-16 WDE684 Changes

StudentMigrant Field

- StudentMigrant Field has been removed from the WDE684 and will no longer need to be reported.

2015-16 WDE684 Changes

Unaccompanied Youth Field

- Unaccompanied Youth – “At the time the student was identified as homeless, was the student unaccompanied by parents or legal guardians?”
- If StudentHomeless is ‘Y’ then Unaccompanied Youth must be populated.
 - Values are ‘Y’ or ‘N’
- If StudentHomeless is ‘N’ then Unaccompanied Youth must be null.

2015-16 WDE684 Changes

SPED File Changes

- SPED File will now be reported three times a year with the WDE684 – October, Spring, and End-of-Year.
- SPED File will be reported the same as the WDE684, with all student activity reported up to and including the “Snapshot” date.
 - Exiters will not be held until the end of year, but will be reported on the next available WDE684.
 - Any students exiting the SPED program prior to October 1st will now be reported on the October 1st WDE684.

WDE684 Reporting Clarification

■ ProviderID

- Dual/Concurrent College Courses
- K-12 Concurrent Courses

■ TeacherMiddleName

2015-16 WDE684 Clarification

ProviderID

■ Dual/Concurrent College Courses

- Review Dual/Concurrent college course definitions.
- When InstructionLevel = 'HS' or 'CL' then ProviderID must be a college id.

■ K-12 Concurrent Courses

- ProviderID must be the same as SchoolID.
- Concurrent courses indicated using the StudentConcurrentEnrollment field in the WDE684

2015-16 WDE684 Clarification

Teacher Middle Name

- Please do not use as a 'marker' or placeholder.
- Middle name must remain consistent for the same teacher in the same district.

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WISERID	HispanicEthnicity	HomeLanguage
StudentLastName	StudentIDEA	StudentConcurrentEnrollment
StudentFirstName	StudentELL	StudentHomeSchooled
StudentMiddleName	StudentELLMonitoring	StudentEntryDate
StudentGradeLevel	StudentSection504	StudentExitDate
StudentDateOfBirth	StudentTitle1	StudentExitType
StudentGender	StudentMigrant	StudentNationalScholarship
SchoolID	StudentImmigrant	StudentStateScholarship
DistrictID	CountryOfBirth	StateAssessmentSpecialForms
StudentNameSuffix	EducationYearsInUS	StateALTAssessment
AsianRace	StudentHomeless	
BlackRace	UnaccompaniedYouth	
IndianRace	HomelessNighttimeResidence	
PacificIslanderRace	StudentGiftedTalented	
WhiteRace	StudentLunch	

WISERID

- **WISERID**
 - Required element
 - State assigned student record identifier
 - Must be 8 characters
- WISER ID will be verified against the State Registration System (SRS).

StudentLastName

- StudentLastName
 - Required element
 - Student's legal last name
 - Up to 25 characters
- The Student's last name will be verified against the State Registration System (SRS).

StudentFirstName

- StudentFirstName
 - Required element
 - Student's legal first name
 - Up to 25 characters
- The Student's first name will be verified against the State Registration System (SRS).

StudentMiddleName

- StudentMiddleName
 - Optional element
 - Student's middle name
 - Up to 25 characters

StudentGradeLevel

- StudentGradeLevel
 - Required element
 - Grade for which the student is enrolled at this school
 - Must be 2 characters
- For Adequate Yearly Progress (AYP) inclusion the grade reported must match the reported grade tested by the assessment vendor.

StudentDateofBirth

- StudentDateofBirth
 - Required element
 - Student's date of birth
 - Must be 8 characters – YYYYMMDD
- Student Date of Birth will be verified against the State Registration System (SRS).

StudentGender

- StudentGender
 - Required element
 - Student's gender
 - Must be 1 character – M or F
 - M – Male
 - F – Female
- Student Gender will be verified against the State Registration System (SRS).

SchoolID

- SchoolID
 - Required element
- The WDE 7-digit ID for the school of the student's enrollment.

DistrictID

- DistrictID
 - Required element
- The WDE 7-digit ID for the district of the student's enrollment.

StudentNameSuffix

- StudentNameSuffix
 - Optional element
 - Student's generation identifier
 - Sr, Jr, III
 - Up to 8 characters

Ethnicity and Race Reporting Guidance

Six fields are used to report a student's Race and Ethnicity:

HispanicEthnicity

AsianRace

BlackRace

IndianRace

PacificIslanderRace

WhiteRace

Ethnicity and Race Reporting Guidance

- Organizations must ask respondent in a two-part question format.
 - The first question is about ethnicity.
 - Reported in the HispanicEthnicity data field.
 - The second question is about race.
 - Reported in the five race data fields.
- Valid values for all six fields are: Y or N (Y=Yes, N= No)

Ethnicity and Race Reporting Guidance

- None of these fields can be left blank. If HispanicEthnicity = Y (Yes), at least one of the race data fields must also be Y (Yes).
- All race fields cannot be reported as N (No).
- More than one race can be reported for a student.

Ethnicity and Race Reporting Guidance

- Federal Guidance:
<http://www.ed.gov/policy/rschstat/guid/raceethnicity/index.html>
- Managing an Identity Crisis from the National Forum on Education Statistics:
- <http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2008802>

StudentIDEA

- StudentIDEA
 - Required element
 - Has the student been on, or is on, an active Individual Education Plan (IEP) under IDEA in the current school year? Yes or No.
 - Additional responses for IDEA
 - R – Refused, Student was eligible for an IEP but special education services were refused by the parent or legal guardian.
 - I – Ineligible, student was ineligible for IEP.

- StudentELL
- The definition of an ELL student is as follows:
 - Any student who:
 - 1. Is newly enrolled in the district or enrolled in the district after the state annual ELP assessment, ACCESS for ELLs, was given in the prior school year; and has been identified and evaluated by the district as being an Active ELL through the use of an ELP screening assessment; or
 - 2. Is returning to the district from the previous school year; and took the state’s annual ELP assessment in the prior school year and has not yet achieved the “proficiency” level.

StudentELL

- StudentELL
 - Required element
- Is this student an English Language Learner? (Y) Yes, (N) No, or (R) Refused.
- A student who meets the above qualifications, but whose parent/guardian refuses services should be reported as “R”. The value “R” should only be used for students who have been identified as needing services; it should not be used for students who have not yet been evaluated.

StudentELLMonitoring

- StudentELLMonitoring
 - Conditional element
 - Is this student in year 1 or year 2 ELL monitoring?
 - Must be 1 character – 1, 2
 - 1 – Former ELL student, Year 1 ELL monitoring
 - 2 – Former ELL student, Year 2 ELL monitoring
 - Once an ELL student has achieved the “proficiency” or “transitional” level on Wyoming’s English Language Assessment, they are required to be monitored for 2 years.

StudentSection504

- StudentSection504
 - Required element
 - Is this student on a 504 Accommodation plan? When a specific accommodation is necessary for a student to have access to his or her regular education, such an accommodation may be documented on a separate Section 504 accommodation plan and/or the IEP.
 - Must be 1 character – Y, N
 - Y – Yes
 - N – No

StudentTitle1

- StudentTitle1
 - Required element
 - Is this student Title 1?
 - All students in a school-wide Title 1 school must be reported as StudentTitle1 = “Y”.
 - All Students in a school-wide Non-Title 1 school must be reported as StudentTitle1 = “N”.
 - Students in a Targeted Title1 school are reported according to the individual student’s Title 1 eligibility.
 - Must be 1 character – Y, N
 - Y – Yes
 - N – No

StudentMigrant

- This field has been removed from the WDE684
- The field will still be part of the File Specification, but the WDE will just ignore the value.

StudentImmigrant

- StudentImmigrant
 - Required element
 - Is this student an Immigrant? (Y), (N)
- To be counted as an immigrant a student must meet the following criteria:
 - 1. Student is age 3 through 21.
 - 2. Student was not born in any state within the United States (states include Puerto Rico and Washington D.C.).
 - 3. Student has not attended one or more schools in the United States for more than three full academic years.

StudentImmigrant

- Criteria “3” is to be interpreted literally. If the student immigrated into any state within the United States, regardless of age of immigration into the country, they are to be reported as an Immigrant Student until they have attended three full years (cumulative) of school (grades K-12) in the US.
- Foreign Exchange students are considered immigrants.
- Children born overseas to U.S. military personnel are considered immigrants for the purposes of this collection.
- Determination of Immigrant status and ELL status are NOT RELATED. A student can be an immigrant student without need for ELL services, and conversely can require ELL services without having immigrated to the United States from another country.

CountryOfBirth

- CountryOfBirth
 - Conditional Element – required if StudentImmigrant is “Y”
 - Report the country of the student’s birth.
 - Must be one of the ISO 3166-1 codes – 2 character code
 - http://www.iso.org/iso/country_codes/iso_3166_code_lists.htm

EducationYearsInUS

- EducationYearsInUS
 - Conditional Element – required is StudentImmigrant is “Y”
 - Report the number of education years this student has completed in the United States.
 - A year is defined as a school year – 175 days – as prescribed by W.S. 21-4-301, unless a district has an approved alternate school year in which case the alternate number of days will be used to determine a school year.
 - 1 digit
 - 0 – Less than 1 year;
 - 1 – 1 to less than 2 years,
 - 2 – 2 to less than 3 years,
 - 3 – 3 or more years

StudentHomeless

- StudentHomeless
 - Required element
 - Is this student Homeless? If the enrollment spans the snapshot date, report the value the student had on the snapshot date.
 - Definition of “Homeless Children and Youth”, as defined by Title X-C, can be found in the WDE684 Guidebook.

Unaccompanied Youth

- Unaccompanied Youth
 - Conditional element – required if StudentHomeless is “Y”
 - Must be 1 character – (Y)es, (N)o.
 - See [WDE684 Guidebook](#) for definitions

HomelessNighttimeResidence

- HomelessNighttimeResidence
 - Conditional element – required if StudentHomeless is “Y”
 - 2 characters – CS, DS, FR, FH, RH, TS, NH, OD, OS
 - See [WDE684 Guidebook](#) for definitions

StudentGiftedTalented

- StudentGiftedTalented
 - Required element
 - Is this student identified as gifted/talented according to you district's identification method?
 - Must be 1 character – Y, N

StudentLunch

- StudentLunch
 - Required element
 - Student's lunch status
 - Must be 1 character – F, N, R, S, X
 - F – Free lunch eligible
 - N – Not eligible for free/reduced lunch
 - R – Reduced price lunch eligible
 - S – USDA Provision 2, 3, or Community Eligibility – school provides all students free lunch
 - X – School does not participate in the USDA school lunch program

StudentConcurrentEnrollment

- StudentConcurrentEnrollment
 - Required element
 - Is the student concurrently enrolled in the reporting school?
 - Not the primary enrollment
- Only applies to concurrent K-12 enrollments
- Concurrent enrollment in the reporting district = 'Y'
- Primary enrollment within the reporting district = 'N'
- Dual/Concurrent Enrollment at a community college or the University of Wyoming = 'N'

StudentConcurrentEnrollment

- If a student is enrolled at two schools within the reporting district, the boundary school should report “N” and the service school should report “Y”.
- For out-of-district placed students, the resident district will report “N”, and the service district will report “Y”.
- For public reporting and AYP determinations, a student will be counted at the school marked with StudentConcurrentEnrollment = “N”.

StudentHomeSchooled

- StudentHomeSchooled
 - Required element
 - Is this student receiving their primary educational instruction in a home environment for reasons other than health and attending public school 50% or less of the school day?
 - Must be 1 character – Y, N
- Students participating in a Distance Education program should not be reported as Home Schooled.

StudentEntryDate

- StudentEntryDate
 - Required element, must be 8 characters - YYYYMMDD
 - What is the most recent date this student enrolled in the school in the current school year?
- A new record (with a current StudentEntryDate) should be created when:
 - grade level changes
 - concurrent enrollment status changes
 - homeschool status changes
 - the student has a documented transfer to another school within the same district
 - the student has a break in school services
 - any change to Full-Time or Part-Time status

StudentEntryDate (Cont'd)

- For changes to other fields, please do not create a new enrollment record. Report the value the student had on the snapshot date.
 - Snapshot is October 1st, 2014.

StudentExitDate

- StudentExitDate
 - Conditional Element
- What is the date the student exited the school?
 - Date should be entered in the format: YYYYMMDD
- StudentExitDate and StudentExitType must both be provided or both be absent.

StudentExitType

- StudentExitType
 - Conditional Element
- What is this student's Exit Type?
- Exit Type Codes can be found in the WDE684 Data Elements document, the WDE684 Guidebook, and the WISE Info Center of the Wyoming Education Fusion portal
- StudentExitDate and StudentExitType must both be provided or both be absent.

StudentNationalScholarship

- StudentNationalScholarship
 - Conditional Element ; Y, N, blank
- Did the diploma recipient receive at least one scholarship that is defined to be:
 - applicable to any college AND
 - open to any student in the United States (eligibility is not based on geographic location)?
- This field is required if the StudentExitType is 108 (Graduated with a Wyoming "regular high school diploma" AND completed district defined college-bound course of study) or 124 (Graduated with a Wyoming "regular high school diploma" BUT WITHOUT having completed the district defined college-bound course of study).

StudentStateScholarship

- StudentStateScholarship
 - Conditional Element; Y, N, blank
- Did the diploma recipient receive at least one scholarship that is defined to be:
 - limited to a specific college or colleges OR
 - limited to graduates in a given district or in the State of Wyoming?
- This field is required if the StudentExitType is 108 (Graduated with a Wyoming "regular high school diploma" AND completed district defined college-bound course of study) or 124 (Graduated with a Wyoming "regular high school diploma" BUT WITHOUT having completed the district defined college-bound course of study).
- This includes all levels of the Hathaway Scholarship.

StateAssessmentSpecialForms

- StateAssessmentSpecialForms
 - Conditional Element:
 - Does the student require Braille, Large Print, or Audio accommodation?
 - If “Y”, indicate which form is needed:
 - “B” – Braille,
 - “L” – Large Print,
 - “A” – Audio
 - If “N”, leave the space blank.

StateALTAssessment

- StateALTAssessment
 - (Y) Yes, (N) No
 - Required Element:
 - This field will require that “Y” or “N” be marked for every student.
 - Does this student qualify for Alternate State Standards?
 - Students who qualify automatically qualify to take the PAWS-Alt assessment test.
 - NOTE: Misreporting this element could directly affect your districts Wyoming Graduation Index.
 - If StateALTAssessment is “Y” then StudentIDEA must also be “Y” and SpecialEducationAssessment in the SPED file must be “AA”.

WDE684 Section File Elements

- LocalSectionID
- WISERID
- ProviderID
- LocalCourseId
- LocalCourseName
- MediumOfInstruction
- InstructionLevel
- Milestones
- MilestonesComplete
- WISEStaffID
- TeacherLastName
- TeacherFirstName
- TeacherMiddleName
- SchoolID
- DistrictID
- SectionEntryDate
- SectionExitDate

LocalSectionID

- LocalSectionID
 - Required element
- What is the locally used identification number for this section?
 - This field can be up to 32 characters long.

WISERID

- WISERID
 - Required element
- What is the WISER ID for the student taking the course?

ProviderID

- ProviderID
 - Required element – 7 digits
 - What is the 7-digit state assigned school/institution ID for the school or institution providing the course?
 - Most of the time this is the same as SchoolID in the Student File and SchoolID in the Section File.
 - For Dual/Concurrent Enrollment courses with a college, this field will be the college providing the course.
 - This field is strictly for identifying Dual/Concurrent college providers.

LocalCourseID

- LocalCourseID
 - Required element
- What is the locally used identification number for this course?
 - This field can be up to 38 characters long.

LocalCourseName

- LocalCourseName
 - Required element
- What is the name of this course?
 - Up to 50 characters long

MediumOfInstruction

- MediumOfInstruction
 - Required element – 2 characters
 - What is the media through which the teacher provides this course to the student, and through which they communicate regarding instructional matters?
 - TB, CI, FF, DE, CB, IS, IN
 - Traditional courses are FF – Face to Face instruction
 - Distance Education courses – DE or CI, and must also report Milestones
 - See [WDE684 Guidebook](#) for definitions.

InstructionLevel

- InstructionLevel
 - Required element – 2 characters
 - What is the general nature and difficulty of this course?
 - RM, SE, BA, GE, HL, GT, IB, AP, CL, EL, HS
 - CL – used only to report Concurrent college enrollments
 - HS – used only to report Dual Enrollment college courses
 - See [WDE684 Guidebook](#) for full definitions.

Milestones

- Milestones
 - Conditional element – required if MediumOfInstruction is DE or CI
 - 1-4 digits – number between 1 and 9999
 - What are the number of Milestones for this course?
 - Only report Milestones if MediumOfInstruction is DE or CI

MilestonesComplete

- MilestonesComplete
 - Conditional element – required if MediumOfInstruction is DE or CI
 - 1-4 digits – number between 1 and 9999
 - What are the number of Milestones this student has completed for this course?
 - Only report MilestonesComplete if MediumOfInstruction is DE or CI

WISEStaffID

- WISEStaffID
 - Required element
- What is the WISE Staff ID for the teacher of this section?
 - For Dual Enrollment college courses where the teacher is a college teacher, and therefore does not have a WISE Staff ID, use the students counselor's or the principle's ID.
 - Please do not use a teacher's ID, as that will inadvertently make that teacher accountable for a student which is not theirs.

TeacherLastName

- TeacherLastName
 - Required element
- What is the legal last name for the teacher of this section?
 - Up to 25 characters

TeacherFirstName

- TeacherFirstName
 - Required element
- What is the legal first name for the teacher of this section?
 - Up to 25 characters

TeacherMiddleName

- TeacherMiddleName
 - Optional element
- What is the legal middle name for the teacher of this section?
 - Up to 25 characters

SchoolID

- SchoolID
 - Required element
- What is the 7-digit ID for the school where this section is taught?

DistrictID

- DistrictID
 - Required element
- What is the 7-digit ID for the district where this section is taught?

SectionEntryDate

- SectionEntryDate
 - Required Element
- What is the date this section enrollment began?
 - Date should be entered in the format: YYYYMMDD

SectionExitDate

- SectionExitDate
 - Optional Element
- What is the date this section enrollment ended?
 - Date should be entered in the format: YYYYMMDD

QUESTIONS?